





Job Description: Joint Assistant Director – Regulatory Services

Waverley and Guildford are ambitious authorities, committed to being two of the leading Councils in the country at a time of major change by developing high performing, highly engaged staff teams to share the organisation’s values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title: Service: Team: Location: Reporting to: Responsible for:	Joint Assistant Director – Regulatory Services Regulatory Services Regulatory Services The Burys, Godalming, Surrey, GU7 1HR and Millmead House, Guildford, GU2 4BB Strategic Director Food safety & health and safety enforcement, licensing and event management, private sector housing, environmental protection and environmental enforcement and compliance, business continuity and emergency planning, corporate health and safety.
OUR SHARED ORGANISATIONAL VALUES	
Collaboration 	We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.
Wellbeing 	We look after our own and other’s wellbeing. We know it’s okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
Trusted 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
Value for Money 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.

Professionalism



We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.

PRINCIPAL PURPOSE OF THE ROLE

Accountable for the efficient and effective operational delivery of Guildford and Waverley council services consistent with the strategic aims and values of both councils.

Acting as strong leadership and cultural role models, provide energetic, proactive, inspirational decision making, direction, support and guidance to all internal and external stakeholders including partners, Councillors, staff. This will include working collaboratively across partnerships, services, and Councils, driving the collaboration, continuous improvement, harmonised culture and change agendas as set by the Councils.

As a key member of the Joint Leadership Team, this role will make a major contribution to driving service efficiency and quality for the residents of Guildford and Waverley.

MAIN DUTIES AND ACCOUNTABILITIES

- Providing operational leadership for the functions above.
- Giving high quality advice and guidance to elected councillors and staff to enable the Councils' priorities and responsibilities to be progressed.
- To empower your managers to be visibly accountable for the operational outcomes and details of their teams, promoting a positive outward facing culture of high performing, customer focused service and facilitating the drive for collaboration and transformational change.
- Building constructive working relationships with all relevant stakeholders, including staff colleagues, councillors and relevant external parties.
- Horizon scanning to keep abreast of innovations, economic legislative and social development affecting your service areas and developing commercial and business thinking to your services.
- Effectively managing and mitigating risks associated with your services including the Safeguarding Policy for Children and Adults, Health and Safety, business continuity and the risk of fraud and corruption.
- Promoting equality and inclusion at all levels of service delivery and employment.
- Demonstrating the councils leadership competencies and values.
- Building high performing services that continuously improve.
- Proactively identify opportunities for collaboration and change in accordance with agendas set by the Councils, promoting a culture of collaborative leadership through the wider joint management team, fairly and objectively representing the interests of both councils and the effective working of the organisations.
- Leading on key corporate programmes and projects as required.
- Champion and role model the harmonised organisational culture of the Councils ensuring that the Councils' values are lived.
- Leading the engagement with key strategic stakeholders in your service areas, including those from the statutory, business and voluntary sectors at borough, county and national level.
- Attending, as required, meetings of the Councils, Executives, Committees, Special Interest Groups and external meetings.

- Representing the Councils (and/or ensure that the Council is represented) externally and to promote and present a positive image to partners, representative bodies and other organisations, as necessary.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

Lead the corporate health and safety function.

Comply with all health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

Direct Reports (NB Please note that as job titles frequently change, the below represent functions of roles and not job titles)

- **Joint Head of Business Regulation**
- **Joint Head of Environment Regulation**

Number of staff approximately: Up to 100

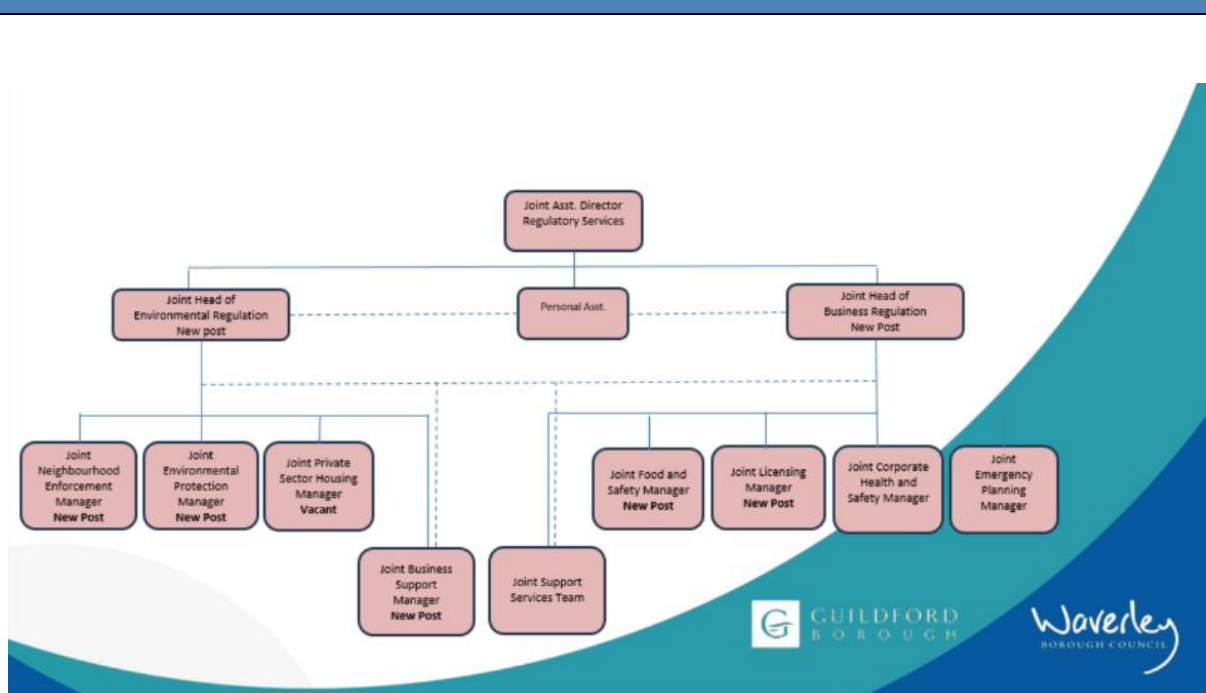
AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

This role has shared responsibility for Council budgets

The functions that this role leads are:

- Food safety & health and safety enforcement
- Licensing and event management
- Private sector housing
- Environmental protection and environmental enforcement and compliance
- Business continuity and emergency planning
- Corporate health and safety.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Educated to at least degree level or equivalent experience	A/I		
	Evidence of commitment to professional development (CPD)	A/I		
	Experience leading across different specialisms with staff leadership and budgetary responsibility.	A/I		
	Experience of procurement, contract management and service commissioning.	A/I		
	Experience of developing business cases and projects to work collaboratively, overseeing implementation and evaluating success.	A/I		
	Experience of achieving positive outcomes when handling complex employment relationships issues including change programmes, culture development and case management	A/I		
	Proven track record of working successfully in a public sector environment with experience in their Service area.	A/I		
KNOWLEDGE /TECHNICAL SKILLS	Detailed understanding of strategic operational delivery.	A/I		
	Knowledge of facilitating business transformation based on systems	A/I		

	thinking and use of technology.			
	An understanding of, and a commitment to, addressing equality and inclusion issues.	A/I		
	An enabler, with the ability to manage a wide range of complex issues and agendas at the same time and drive change through influence and diplomacy.	A/I		
	Creative and imaginative. Able to see new approaches with an ability to communicate the vision, overcoming obstacles and showing that ambitious goals can be achieved.	A/I		
	Commercially aware, recognising the importance of value for money in all Council activity.	A/I	Awareness of Safeguarding	A/I
COMMUNICATION	Able to maintain effective relationships with Councillors.	A/I		
	Able to provide a clear and articulate overview of complex issues and provide sound professional and reliable advice in an accessible and non-technical manner.	A/I		
	Excellent communication skills and ability to positively enhance the reputation of the Councils.	A/I		
	Able to work collaboratively with other service areas and external organisations and build alliances and long and short-term partnerships.	A/I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and	I		

	diversity in service delivery and employment.			
	If the post requires the postholder to speak to the public as a regular and intrinsic part of their role, please add the following words: Accurate spoken English is essential for the post	I		
TEAM WORKING	Strong demonstrable ability to collaborate effectively across own team and with other service areas and external organisations and build alliances and long and short-term partnerships.			
MANAGING SELF AND OTHERS	Knowledge of leadership models, styles and behaviours including an ability to engage, motivate and coach/mentor others to deliver.			
	Able to demonstrate the leadership competencies including being able to lead, motivate and inspire diverse teams of staff, build capacity and promote a highly engaged, high performing staff team who can adapt to change.			
CAN DO APPROACH / ACHIEVING RESULTS	A strong corporate player, able to align with the Councils' values, work collaboratively and develop shared approaches with colleagues across both councils, representing the interests of both Councils fairly and objectively.			
	Ability to work at pace, while managing a			

	complex workload and maintaining your own resilience.			
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST*	For business continuity purposes you are required to have access to the internet at home via broadband on a PC or laptop.	A		
	Full and valid driving licence			
	Attends site inspections as required in the role and in accordance with the Business Travel Policy			

How assessed:

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

Disclosure and Barring Service Check

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service. Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

Behavioural competencies:

COMPETENCIES (LEVEL 1 – 4)	Communication:	4
	Customer Service:	4
	Team Working:	4
	Managing Self and Others:	4
	Can do approach/Results:	4

For Official Use only

Job title:	Assistant Director Regulatory Services	Post no:	
Service:	Regulatory Services	JE score:	
Team:		Pay band:	
Location:	The Burys/ Millmead	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week

REVIEWED BY:	<i>People and OD</i>	DATE:	26/03/2026
CHECKED IN:	HR	DATE:	26/03/2026
LAST UPDATED:	26/03/2026	DATE:	

